



# Hill Country Community Action Association, Inc.

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## AGENDA

HCCAA Board of Directors Meeting  
Killeen Civic Center  
3601 S W S Young Dr, Killeen, TX 76542  
February 21, 2023 – 3:00 P.M.

*Required by HB No. 2840 Enacted by the State Legislature During the 86<sup>th</sup> Legislative Session – Public comment may be made on any agenda item before or during the body's consideration of the item.*

- 1. CALL TO ORDER** – Bill Schumann, President
  - a. Roll Call, Establishment of Quorum
  - b. Opening Prayer
  
- 2. CONSENT AGENDA:**
  - a. Minutes – December 6, 2022, Board Meeting
  - b. Attendance Record
  - c. Committees List
  - d. Approval of New Board Members and Resignation of Board Members
  - e. Contract Approvals
    - i. Weatherization Refunding: Low-Income Home Energy Assistance Program (LIHEAP) - \$426,555.00 (Contract #81230003883)
    - ii. CEAP Refunding: Comprehensive Energy Assistance Program - \$2,086,768.26 (Contract #58220003587)
    - iii. CCS Refunding: Child Care Services - \$328,375.00 (Contract #4719-4)
  - f. Application Approvals
    - i. Nutrition: City of Killeen CDBG - \$12,558.30
  - g. Form 425 Report for Head Start and RSVP
  - h. Head Start/Early Head Start – Balance Sheet & Revenue & Expense Statement
  - i. CSBG Balance Sheet & Revenue and Expense Statement
  
- 3. ACTION ITEMS**
  - a. Election for secretary
  - b. Resolution to open local bank account for the Cameron Senior Center (Bea's Kitchen).
  - c. Revised Salary Schedules – Kimbra Hobbs, p
  - d. Cost Allocation Plan revision
  - e. Agency Wide Annual Budget for 2023

#### **4. COMMITTEE REPORTS – ACTION ITEM**

##### **i. Finance Committee – Lloyd Huggins, Treasurer**

1. Agency Balance Sheet & Revenue & Expense Statement (separate attachment)
2. Agency Budget to Actual
3. Senior Nutrition TDA and Local Support Funds and TDA 2021 Compared to 2022

##### **ii. HEAD START COMMITTEE – 3:00 P.M. – Jana Messer**

1. Head Start / Early Head Start Program Report – Kim Daniel, Early Head Start/Head Start Director
2. OHS Monitoring Review Report, January 9-11, 2023 – Program Performance Summary Report
3. School Readiness Data Analysis Report
4. December Monthly Report
5. Supplementary Information on Establishing an Evidence based COVID-19 Mitigation Policy

##### **iii. SENIOR SERVICES COMMITTEE – 3:00 P.M. –**

1. Nutrition Report – Jamie Hunt, Aging Services Director
2. Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Director
3. Select a Committee Chair

##### **iv. COMMUNITY SERVICES COMMITTEE – 3:00 P.M. – Marlene DiLillo**

1. Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
  - a. CSBG Dashboard
2. Weatherization Program Report – Cindy Hawkins, WX Coordinator, p.
3. Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
4. Low Income Household Water Assistance Program (LIHWAP) – Kristen Isham, LIHWAP Coordinator
5. Bell County Reports
6. Community Outreach Report

#### **5. ANNOUNCEMENTS**

- a.** Invitation letter to Head Start Strategic Planning Session

The next Governing Board Meeting is scheduled for Tuesday, April 4, 2023.

THIS meeting will be conducted pursuant to the Texas Government Code Section 551.001 et seq. At any time during this meeting Hill Country Community Action Association, Inc. (HCCAA) reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the sections 551.071 (litigation and certain consultation with attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to HCCAA), 551.074 (certain personnel deliberations) or 551.076 (deployment/implementation of security personnel or devices).